



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240



FEB 1 2002

Department of the Interior Acquisition Policy Release (DIAPR) 2000 - 2, Amendment 1

Subject: **Streamlined Acquisition of Services from Small Businesses**

1. **Purpose.** This policy release is to notify contracting personnel regarding the extension of the pilot program that allows for a class waiver from the synopsis requirements of Federal Acquisition Regulation (FAR) Subpart 5.2.

2. **Effective Date.** Effective upon issuance.

3. **Expiration Date.** September 30, 2004

4. **Background and Explanation.** In July 1998 the Small Business Administration and the Office of Federal Procurement Policy initiated a pilot program that allowed for a class waiver of the synopsis requirement in FAR Subpart 5.2 when agencies acquire services valued between \$25,000 and \$100,000 from small businesses. The goal of the program was to increase opportunities for small businesses by providing agencies with a more efficient process for acquisitions in this dollar range. (Services exempt from set-asides under the Small Business Competitiveness Demonstration Program are excluded from this waiver.)

In December 1999 the Director, PAM, in consultation with the SBA and the OFPP, determined that such a waiver would benefit the Department and completed the processing of this waiver (see DIAPR 2000 - 2).

The SBA and OFPP, in a jointly issued memorandum dated September 27, 2001, have now extended the pilot program through September 30, 2004 (see attachment). The original waiver document and DIAPR referenced the *Commerce Business Daily* ("CBD") as the site for posting synopses. This reference is now superseded by *FedBizOpps*.

5. **Action Required.** Immediate distribution of this policy release to all Contracting Officers.

6. Questions may be directed to Frank Gisondi on (202) 208-4907 or Patricia Corrigan on (202) 208-1906.

Debra E. Sonderman, Director
Office of Acquisition and Property Management

Attachment



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

SEP 27 2001

MEMORANDUM FOR AGENCY SENIOR PROCUREMENT EXECUTIVES

FROM:

Hector V. Barreto
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Angela B. Styles
Administrator
Office of Federal Procurement Policy

SUBJECT:

Extension of the Pilot Program on Acquisition of Services
from Small Businesses

The U.S. Small Business Administration (SBA) and the Office of Federal Procurement Policy (OFPP) are extending the pilot program that allows for the waiver of the synopsis requirement in the Federal Acquisition Regulation (FAR) Subpart 5.2 when agencies acquire services valued between \$25,000 and \$100,000 from small businesses. SBA and OFPP established this pilot program to increase opportunities for small businesses by providing agencies with a more efficient process for acquisitions in this dollar range. The pilot program is extended through September 30, 2004.

Waiver of the synopsis requirement, in combination with use of the simplified acquisition procedures set forth in FAR Part 13, enables agencies to quickly solicit competition from a minimum of five responsible small businesses. This, in turn, may permit agencies to take better advantage of the services offered by competitive small businesses. In addition, agencies benefit from a process that may match the efficiencies realized when an agency uses the Federal Supply Schedules, government-wide acquisition contracts, or multi-agency contracts.

Before determining to waive the synopsis requirement, agencies must consult with SBA and OFPP, as provided in FAR 5.202(b). SBA and OFPP have concluded that waiver of the synopsis requirement under the pilot program is reasonable when agency determinations meet the following conditions:

- (1) acquisitions covered by the waiver are for services (excluding those exempted from set-asides under the Small Business Competitiveness Demonstration Program) in amounts over \$25,000, but not exceeding the simplified

acquisition threshold (which is currently at \$100,000), of which supply items are expected to constitute less than 20 percent of the total value of the contract;

- (2) the covered acquisitions will be set-aside for small businesses;
- (3) the determination states that quotes or offers for covered acquisitions will be solicited and obtained from a minimum of five small business concerns;
- (4) the determination states that the Procurement Marketing and Access Network (PRO-Net) will be used to identify and solicit bids from a minimum of five small businesses; and
- (5) the determination states that, if practicable, two sources not included in the previous solicitation for the same services will be solicited.

If your agency is not currently participating in the pilot program, and you would like to participate, you may do so by submitting a determination that meets the above conditions to SBA and OFPP by October 31, 2001. If your agency is already participating in the pilot program, you may extend your determination without first consulting SBA and OFPP, provided that your determination includes the above conditions. Any agency that wants to discontinue its participation in the pilot program should notify SBA and OFPP by October 31, 2001.

When SBA and OFPP initiated the pilot program, in order to minimize the reporting burden on the agencies, the Federal Procurement Data System (FPDS) reporting requirements were not changed. This has limited our ability to effectively evaluate whether the pilot actually is meeting its stated goals. Therefore, revisions have been made to the FPDS reporting requirements which provide for the addition of a new code "D" (Not Synopsized Under the SBA/OFPP Waiver Pilot Program) in Item 23 on the Individual Contract Action Report (SF 279). The new code "D" will allow agencies to identify contracts awarded under the pilot program. This change is included in Amendment 7 to the FPDS Reporting Manual, which becomes effective on October 1, 2001.

SBA will administer the pilot program and evaluate results. Questions regarding this memorandum should be directed to Sheryl Swed, Office of Government Contracting, SBA, on 202-205-6413.

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